

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2004/07/08 : CIA-RDP80M00165A002900150003-5

2 September 1975

MEMORANDUM FOR: Administrative Officer, DCI

SUBJECT : PDP - Executive Development Training

1. Recently the Agency was required to submit to OMB a report on our executive development training program. They requested information about the numbers of people trained in the program, the number of staff days or months involved, and the amount of money obligated; each of these projected for FY 77. The FY 75 PDP report was used in satisfying this request.

2. In putting together the OMB report, several factors came to light that have prompted this memo. First is the knowledge that your PDP reports are being used in response to OMB requests. Granted that the report to OMB was a projection it is still most reasonable to assume that OMB, as well as our own managers, are making management decisions based on the PDP reports. With this in mind extra effort must be extended to make the report as accurate as possible.

3. A second factor is a realization that training information in FY 75 reports was not uniformly defined and was difficult to reduce to the common terms of man (staff) days or months, number per course and cost obligation. This, of course, leads to the FY 76 reports and the training information requested in them. In anticipation of additional requests similar to that of OMB and to assist ourselves in developing as accurate a picture as possible, it is requested that the following supplemental information be submitted in conjunction with your FY 76 PDP:

- a. Identify training in four categories: Internal, External, Management and Functional.
- b. List course titles as reflected in the OTR training manual, i.e., do not refer to the Management Seminar as Advance Management and do not refer to "15 people attending 'miscellaneous' training."
- c. Include cost and length of courses used which are not identified in the OTR manual.

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4. Thus far training information has not been requested by grade of the person in training, however, the writing on the wall seems to say that will be next. While not a specific request for the FY 76 PDP, it may be advisable to start thinking in that line and start keeping records and making projections with that in mind.



Review Staff
Office of Personnel

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